

Compatible File Types when you don't have Microsoft Office @ Home

When using **Works** at Home:

- In the **Save as type** box, select **Word 97-2000 & 6.0/95 - RTF (*.doc)**, and then click **Save**.
- Note If you are using Works 8.0, select **Word 97-2003 (*.doc)** in the **Save as type** box, and then click **Save**.
- Email the file to your school email address (username@berwicksd.org) and open the email at school and print or send it to your teacher's email address
- Open the document at school in Microsoft Office Word

Using Other Free Programs at Home:

www.openoffice.org (free program that can be downloaded on home computer)

- open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more
- Compatible with Microsoft Office's Word, PowerPoint, and Excel

Create and Save a Word Processing File

- Choose Text Document from Open Office Menu, create the document
- Click on the Save Icon, In the **Save as type box**, Change the File Name, and File Type to **Microsoft Word 97/2000/XP (.doc)** and then Click **Save**.
- Email the file to your school email address (username@berwicksd.org) and open the email at school and print or send it to your teacher's email address

Create and Save a Presentation File

- Choose Presentation from Open Office Menu, create the presentation using templates (slide backgrounds)
- Click on the Save Icon, In the **Save as type box** Change the File Name, and the File Type to **Microsoft PowerPoint 97/2000/XP (.ppt)** and then Click **Save**.
- Email the file to your school email address (username@berwicksd.org) and open the email at school and print or send it to your teacher's email address

